

PARKS AND GROUNDS MAINTENANCE MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Parks and Grounds Maintenance Manager exists is to be responsible for the planning and management of maintenance for city parks, grounds and median areas along with recreation facilities management for the Community Services Department. This classification is supervisory. Work is performed under general supervision of the Parks and Grounds Management Director.

ESSENTIAL FUNCTIONS

Assists in developing, establishing, implementing, monitoring and meeting objectives, goals and vision for a section of the Parks and Grounds Management Division.

Assists in developing, justifying, implementing and monitoring operating budgets in various program areas; reviews, monitors and controls budget expenditures throughout the year to ensure funds are available to spend; develops budget plans for unplanned expenses; prepares monthly reports of the budget status for the Director.

Recommends division policy and procedures to the Director; enforces and communicates policy decisions for program areas; implements City and departmental policies; prepares comprehensive reports and assists in presentations to the General Manager concerning all operational issues; makes presentations to City commissions, council and external organizations.

Develops management and operation programs for parks and grounds maintenance activities. Develops work management standards and work expectations in the division. Develops work management standards for all horticultural tasks, seasonal maintenance programs and monitors park, medians and facility grounds maintenance in coordination with the Facilities Management Division and the Parks and Recreation Division. Attends and supports recreational, parks, and human services events and offers suggestions for continual improvements.

Develops annual work schedules to determine necessary staffing and workload requirements in all parks and grounds management areas; produces and evaluates monthly reports on all activities to ensure organization and council goals are being met; develops and compares cost for contractual services for parks maintenance activities; develops customer surveys and grounds management newsletter to provide information on year round events and programs. Provides program evaluation methods for all maintenance management activities and recommends program changes to Director; conducts monthly audits of parks, medians and grounds, and weekly checks of recreational facilities.

Supervises staff and communicates maintenance objectives with Recreation staff who oversee parks and recreation facilities; recommends selection of employees for the Director's consideration; establishes and maintains continual in-house horticultural training for staff and their skilled use of grounds maintenance equipment/tools; conducts regularly scheduled meetings with employees; meets with employees as needed to resolve problems; assists in implementing and monitoring employee relations programs; recommends employees for superior performance bonus awards; recommends and prepares disciplinary actions.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of municipal parks and grounds and recreational grounds facility maintenance operations and supervision.

Methods involved in planning, organizing, conducting, and evaluating parks management

program activities.
City of Scottsdale fiscal procedures and practices.
Working knowledge of park maintenance practices.

Ability to:

Communicate effectively both verbally and in writing.
Demonstrate proficiency in operating a personal computer and related software essential in performing daily activities.
Personify and promote shared responsibility, teamwork and continuous improvement.
Comprehend and make inferences from written material and verbal and/or written instructions.
Produce quality written documents; make presentations to various groups.
Collect and analyze data to make recommendations.
Make mathematical calculations and draw logical conclusions.
Establish and maintain effective working relationships with City staff at all levels, including commissions, City Council and the public.
Maintain regular consistent attendance and punctuality, and professional demeanor.
Perform a broad range of supervisory responsibilities over maintenance staff.

Education & Experience

Any combination of education, experience or training equivalent to five years of management experience in municipal Parks and Grounds maintenance programs and facilities.

Must have demonstrated experience in implementing practices and procedures used in maintaining park and recreation facilities, and parks and recreation programs and services.

Must possess a current valid Arizona driver's license with no major driving citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified